



LEGAL ANALYST OPEN - STATEWIDE











CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT · AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months from the established list date date.

PARTICIPATING DEPARTMENTS

The following represents those departments participating in this examination and using the resulting eligible list to fill positions:

Department of Justice
Department of Social Services
Department of Health Care Services

Department of Water Resources California Public Utilities Commission Department of Motor Vehicles

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet. The examination packet must include the following:

- State Examination Application (Form STD 678)
- Training and Experience Questionnaire
- Unofficial School Transcripts

Mailing Address

Department of Justice Testing and Selection Unit P.O. Box 944255 Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

<u>DO NOT</u> SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

RECRUITMENT SURVEY

As part of the application process, please follow this web link to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$3841-\$4670 The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

An open multi-departmental list will be established and used to fill vacancies at the departments listed on this bulletin. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CONTINUE TO THE NEXT PAGE

LEGAL ANALYST JY62-5237 **CONTINUOUS TESTING**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

MINIMUM QUALIFICATIONS

The following patterns may be combined proportionally, when applicable to meet the overall requirements.

EITHER I

EXPERIENCE: Two years of experience in the California state service performing the duties of a Legal Assistant. (Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

AND

EDUCATION: Successful completion of **six (6) semester units** of paralegal or undergraduate legal courses, with at least **three (3) units** of which must be in legal research. (Candidates who have completed **three (3) semester units** of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required **six (6) units** before they can be considered for appointment.)

OR II

EXPERIENCE: Two years of experience performing paralegal duties in a law firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer.

AND

EDUCATION: Twelve (12) semester units in a legal or paralegal curriculum or equivalent to graduation from college.

NOTE: A copy of your transcripts from the college or institute from which you obtained the required legal/paralegal course <u>must be attached</u> to your application. Competitors who fail to provide copies of transcripts will be eliminated from the examination.

DEFINITION OF TERMS

The words "performing the duties of..." means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

POSITION DESCRIPTION

This is the journey analytical paralegal classification. Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, the Legal Analyst investigates and analyzes facts and documents in connection with civil litigation; assists in criminal trial preparation by coordinating witnesses and processing subpoenas; coordinates with local law enforcement and judicial entities relative to ministerial problems; when delegated by the attorney, drafts interrogatories and responses to interrogatories; interviews witnesses, complainants and defendants concerning the facts of cases; drafts roughs of pleadings, complaints and motions for attorney review by the attorney; assists in the preparation of witness books and exhibit books; conducts historical research with regard to cases and by summarizing deposition transcripts; assists in administrative proceedings by preparing drafts of accusations and statements of issues; prepares legislative histories and follow-ups on legislative and regulatory files.

CONTINUE TO THE NEXT PAGE

EXAMINATION INFORMATION

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Legal Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Reading and Comprehending
- Writing
- Analytical Reasoning
- Legal Research
- Case Documentation

ADDITIONAL REQUIREMENTS

Under Section 432.7(e) of the Labor Code, **persons seeking employment with the Department of Justice** may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS PREFERENCE CREDITS

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

CAREER CREDITS

Career Credits do not apply in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (<u>www.spb.ca.gov</u>), and local Offices of the Employment Development Department (<u>www.edd.ca.gov</u>).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of heath consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE

TESTING AND SELECTION UNIT

P.O. BOX 944255

SACRAMENTO, CA 94255-2550

(916) 324-5039

Training and Experience Questionnaire General Instructions/ Affirmation

Legal Analyst

The Training and Experience Questionnaire is the sole component of the Legal Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants <u>must complete and return the entire</u> examination packet. The examination packet consists of the following:

- Examination Application (Form STD 678)
- General Instructions/ Affirmation
- Training and Experience Questionnaire
- Conditions of Employment
- Recruitment Survey (Online Form)

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation & Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice Testing and Selection Unit P.O. Box 944255 Sacramento, CA 94244-2550

File in Person:

Department of Justice Testing and Selection Unit 1300 I Street, 1st Floor Lobby Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Printed Name:	
Signature	Date Signed

Legal Analyst Training and Experience Questionnaire

Reading and Comprehending	
Legal Analysts employed with the State of California are required to read and comprehend a high volu	me o

Legal Analysts employed with the State of California are required to read and comprehend a high volume of complex legal and technical documents and materials. For each question below, please rate the quantity, context, and recency of your training and experience.

1. Read and comprehend primary sources (e.g., Case Law, Constitutional Provisions, Statutes, Rules, Administrative Regulations, Treaties).

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

Name: _____

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

2. Read and comprehend secondary sources (e.g., Witkin, Legal Encyclopedias).

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

3. Read and comprehend court decisions, administrative decisions, A.G. decisions, or tax court decisions.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

4. Read and comprehend pleadings (Writs, Motions, OSCs, Admin Accusations).

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

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I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

5. Read and comprehend case evidence or discovery documents.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

6. Read and comprehend client/case materials/investigative files.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

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Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

Writing

Legal Analysts at the State of California are required to write and edit a wide variety of legal and technical documents. Many of these documents may be critical components of high stake cases. For each question below, please rate the quantity, context, and recency of your training and experience.

7. Draft briefs or exhibits.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per <u>year</u>, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

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I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

8. Draft pleadings, motions, accusations, or declarations.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

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I performed this work in a law office.

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I performed this work as part of personal legal issue

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I performed this work **less** than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

9. Draft documents (e.g., interrogatories, request for admissions, deposition notices, privilege logs, letters, memoranda).

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per month, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per <u>vear</u>, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

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I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

10. Prepare legal memoranda or case summaries.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

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I performed this work 5 or more years ago.

11. Use Shepard's, Keycite, or other legal sources to update/verify reliability of cited legal authority/precedent.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

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I performed this work 5 or more years ago.

12. Apply standard legal formatting to documents and citations in accordance with the California Style Manual, Harvard Blue Book, and local court rules.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

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I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

Analytical Reasoning

The ability to apply critical thinking is necessary for Legal Analysts to perform the duties of their job. For each question below, please rate the quantity, context, and recency of your training and experience.

13. Gather and analyze facts, documents, and other information to provide information to adjudicatory authorities, legal staff, management, or other individuals.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

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I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

14. Review arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per <u>year</u>, but less than quarterly.

Less than once per year.

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I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

15. Use the IRAC process to analyze data, client files, and cases.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

Legal Research

Planning and conducting legal research is a significant portion of a Legal Analyst's job with the State of California. For each question below, please rate the quantity, context, and recency of your training and experience.

16. Use online research tools (e.g., LexisNexis, Westlaw, Access Law).

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work <u>less</u> than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

17. Use the Law Library or archives.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

Case Documentation

Legal Analysts employed with the State of California are often called upon to organize and coordinate the efforts of legal staff in the creation and organization of legal documentation including pleadings and case files. For each question below, please rate the quantity, context, and recency of your training and experience.

18. Enter required information into a legal case tracking/management system.

Considering your previous work experience and education, how often have you performed the above task?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per <u>year</u>, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I entered information into a case management system in a law office.

I entered information into a management information system to track inventory or other relevant business information.

I entered information into a customer database to track clients.

I entered information into a personal database (tracking a video or CD collection, etc.).

I have never entered information into an online database, but I am willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work <u>less</u> than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

19. Organize and maintain hardcopy files to establish a record of work.

Considering your previous work experience and education, how often did you perform the above duty?

One or more times per week

One or more times per **month**, but less than weekly.

One or more times per **quarter**, but less than monthly.

One or more times per **year**, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, in what "context" did you perform the task you identified above?

I performed this work in a government legal department or division.

I performed this work in a law office.

I performed this work as a student in an academic setting.

I performed this work as part of personal legal issue

Never, but willing to learn

Considering your previous work experience and education, how long ago did you perform the work identified above?

I performed this work less than 1 year ago.

I performed this work more than 1 year ago but less than 2 years.

I performed this work more than 2 years ago but less than 3 years.

I performed this work more than 3 years ago but less than 4 years.

I performed this work more than 4 years ago but less than 5 years.

I performed this work 5 or more years ago.

Department of Justice CONDITIONS OF EMPLOYMENT **Department of Social Services FORM 631 Department of Health Care Services** EASY IDENTIFICATION #: **Department of Water Resources Department of Motor Vehicles California Public Utilities Commission MULTI - DEPARTMENTAL OPEN-STATEWIDE** (PLEASE PRINT) NAME: Last **First** M.I. If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification. PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK: (0100)Oakland (1000)Fresno Los Angeles (1900)Sacramento (3400)(3700)San Diego

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